

# —SPS ALERT—

## SPS Alert 100: SPMS HR, Timekeeping, Payroll and ABC Updates:

*Release date: 2/4/2019*

### Special Alert 100: SPMS Email and Workday Notifications

We have turned on the email notifications in Workday. This means you could see a notification **IN Workday** as well as an email **IN your work email** account.

Below is a chart showing if the following transaction is entered, who with what role could receive a Workday notification (in Workday under the “bell”) **and** an email sent to their work email account (found in Workday in Workday Contacts).

Business Process Definition	Role of Email Recipients									
	HRC	HR Liaison	Central HRP	HRP	Mgr	Matrix HR Liaison	Payroll Partner	Time keeper	Budget & Finance	Compen sation Partner
Assign Costing Allocation	x					x	x	x	x	
Propose Compensation Change	x	x				x	x			x
Legal Name Change	x	x			x	x	x	x		
Propose Compensation Hire	x	x				x	x			x
Request Compensation Change	x	x				x	x	x		x
Request One-Time Payment	x	x				x	x	x		
Request One-Time Payment for Settlement ORG	x	x				x	x	x		
Switch Primary Job	x	x				x	x			
Termination	x	x		x		x	x	x		
Termination for Settlement ORG	x	x				x	x	x		
End Additional Job	x					x	x	x		
Assign Pay Group	x	x				x	x	x		
Change Job	x	x	x			x	x	x		x
Close Position	x					x	x	x		
Hire	x	x				x	x	x		
Hire for Settlement ORG	x	x				x	x	x		
Add Retiree Status	x					x	x	x		
Add Retiree Status for Benefits Processing	x					x	x	x		
Add Additional Job	x					x	x	x		
Service Dates Change	x	x				x	x	x		

Depending on your role in Workday you may receive a lot of emails. If you have Gmail the instructions on how to direct these emails to go straight to a folder is listed below. If you are not on Gmail then please reference your email server’s help.

## Please follow the steps below to create new labels in Gmail:

On your computer, open [Gmail](#).

On the left, click **More**.

Click **Create new label**.

Name your label.

Click **Create**.

## Create a filter in Gmail:

In the search box at the top, click the Down arrow .

Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking Search.

At the bottom of the search window, click Create filter.

Choose what you'd like the filter to do.

Click Create filter.

Note: When you create a filter to forward messages, only new messages will be affected. Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

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